



MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

If you currently do not have an EPM account for your company you will need to go to this page at <https://epm.mecklenburgcountync.gov/> and create a new account (for assistance setting up account [click here](#)). If your company does both fire alarm and sprinkler designs only one account is needed for access to EPM.

Once an account is established just sign in and start the process.

The screenshot shows the Mecklenburg County, NC Electronic Plan Management (EPM) website. The browser window is titled "Login - Windows Internet Explorer" and the address bar shows "http://epm.mecklenburgcountync.gov/". The website header includes the Mecklenburg County logo and the text "Mecklenburg County, NC Electronic Plan Management".

The main content area is titled "Manage Your Projects Online" and includes a description of the application's features. Below this, there is a section for "Building Construction Plans" with "Important User Information" and a list of links: "Link to Building Construction Web Page", "FAQ", "Definitions of Services", "Plans", "Submittal", and "Document".

On the right side, there is a "Sign in to EPM" section. It contains a "Sign In" form with fields for "Username:" and "Password:". Below the "Password:" field is a link "Forgot Password?". A "Sign In" button is located below the form. Below the "Sign In" button is a link "Don't have a company account? Create Company Account Now".

Red circles and arrows highlight the "Sign In" form and the "Create Company Account Now" link. A red text box at the bottom right states: "If you do not have an account. One account can be used for company with both fire alarm and sprinkler trades."



MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

NOTE: You must have an original project number to upload any drawings. To find the original project number [click here](#).

You must enter a valid permit (building, electrical, plumbing, or mechanical) number. The permit numbers will start with a "B, E, P, or M". If the permit number starts with an "NR" it cannot be used, you will need to locate the original number or contact the GC/Project Manager for your job.

If your search results in CTAC in the project name refer to the CTAC submittal process link.

A screenshot of a web browser window showing the "WebPermit 6.3.0.5 - Search by Permit #" page. The browser is Windows Internet Explorer. The address bar shows the URL "http://webpermit.mecklenburgcountync.gov/default.aspx?Pr". The page has a header with the "Code Enforcement" logo and "Welcome" text. Below the header, there are links for "View Permits", "Links", and "Sign In". The main section is titled "Search by Permit #". A note states: "Please note that all mandatory fields appear in red." Below this, there is a text input field labeled "Permit #" in red. A red oval highlights the input field, and a red arrow points to it with the text "Enter any current permit number to get a project number". At the bottom of the form, there are three buttons: "Save as Excel", "Search", and "Cancel".



MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

If you currently do not have a revenue collection account with Mecklenburg County you will need complete an application to open an account so that we may bill you once the review has been completed.

[Click here](#) to access the "Land Use Bond Form" or "Land Use Cash Bond Form". The instructions for these forms are right above them. Please see this form for complete details and information to contact Finance with any questions.

Revenue Collection - Windows Internet Explorer

http://charmeck.org/mecklenburg/county/CodeEnforcement/Other

CharMeck.org City of Charlotte Mecklenburg County

Mecklenburg County, NC
Code Enforcement

MecklenburgCountyNC.gov News How Do I ... Online Services Public Records Departments

Notify Me
Subscribe to Email Alerts, Newsletters and Bulletins

Code Enforcement:
[About Us](#)
[Contact Us](#)
[Staff Directory](#)
Most Requested:
[Code Interpretations](#)
[Electronic Services](#)
[Forms](#)
[Publications](#)
[Permit FAQs](#)
[Internet Permits \(HIP\)](#)
[Inspection Failure](#)
[Reports](#)
[Plan Review Failure](#)
[Reports](#)
[Statistical Data](#)
[Land Use & Environmental Services Agency](#)
[Code Enforcement](#)
700 North Tryon Street
Charlotte, NC 28202
fax 704-336-3839

Revenue Collection Services

Payment of accounts by e-check will not be available until further notice.

Please be advised that Mecklenburg County Land Use & Environmental Services Agency will no longer accept American Express Credit Cards as a form of payment effective February 1, 2011.

[Bond Instructions](#)
[Cash Bond Form](#)
[Cash Bond Refund Form](#)
[Credit - Cancellation Form](#)
[Surety Bond Form](#)

[Defect Rates/Incentive Program](#)
[Fee Schedule](#)
> [Schedule for Additional Zoning Fees](#)
[Payment Information](#)

SEARCH
meckpermit.com

Online Permitting, Inspection & Plan Review Services

Services:
[Plan Review-Permits](#)
[Inspections](#)
[Documents](#)
[Building](#)
[Electrical](#)
[Mechanical-Plumbing](#)
[Fire Marshal](#)
[Other](#)

Resources:
[Publications](#)
[Forms](#)
[Consistency](#)
[Permit FAQ](#)
[Inspection Failure](#)
[Reports](#)
[Statistical Data](#)
[Building Code Info](#)
[Related Links](#)

OUR LOCATION:
700 N. Tryon St.
Charlotte, NC 28202

For further assistance contact revenue collection at (980) 314-0920

PURPOSE:



MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

[Click here](#) to access EPM plan review tutorials.

A screenshot of a web browser window displaying the Electronic Plan Management System (EPM) website. The browser is Internet Explorer, and the address bar shows the URL: http://charmeck.org/mecklenburg/county/CodeEnforcement/PlanF. The website has a blue header with the title "Electronic Plan Management System (EPM) - Windows Internet Explorer". The main content area is divided into three columns. The left column contains a sidebar with links: Code Interpretations, Electronic Services, Forms, Publications, Permit FAQs, Internet Permits (HIP), Inspection Failure Reports, Plan Review Failure Reports, Statistical Data, and Land Use & Environmental Services Agency. The middle column contains the main text, which includes a welcome message, a description of the EPM system, and a list of important information. The right column contains a sidebar with links: Services (Plan Review-Permits, Inspections, Documents, Building, Electrical, Mechanical-Plumbing, Fire Marshal, Other), Resources (Publications, Forms, Consistency, Permit FAQ, Inspection Failure Reports, Statistical Data, NC Building Code Info, Related Links), and a list of links for various EPM functions. A red text overlay on the right side of the screenshot reads: "Use these tutorials for plan submittal assistance." The main text in the middle column includes the following sections: "Beginning January 29, 2012, EPS/EPR (Electronic Plan Submittal and Electronic Plan Review) is up and running. Customers are able to schedule their projects for review at Code Enforcement's Electronic Plan Management system and submit all their plans and drawings online through this system." "The Electronic Plan Management System (EPM) is a work flow tool that allows architects, engineers, and designers the ability to oversee their projects through the plan review and permitting department from their offices." "This application has features that allow you to submit commercial applications online and provides real-time tracking of your project as it progresses from estimation, scheduling, gate, plan review to permits." "Please note the following important information:" "Electronic Submittal" "Plan Review Submittal Dates" "Important Notes When Uploading Drawings" "Fees" "Final Package" "Architect and Engineer License information" "Key Features Include:" "Training Opportunities" "Presentations that take you through the process step by step are available below:" "Create an Account/Manage Users (PDF)" "Submit Additional Information/Edit Application (PDF)" "Accept or Reject a Plan Review Date (PDF)" "Submitting an OnSchedule Application" "Submitting a Revision to Approved Plan application" "Submitting a Preliminary Review application" "Uploading Drawings for Electronic Plan Review" "Packaging Drawings for Electronic Plan Review" "Completing the Sheet Index" "Interactive Review" "Submitting Subsequent Review Cycles"



MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

Below is a list of required documents needed to complete the submittal process in EPM. The below information can be found once you are on your EPM Dashboard.

Download Application Form

To download the fillable PDF form, just click on a link below. We recommend that you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you have completed the application form and know when your plans will be ready, you can submit it.

For a step by step guide to completing and submitting the new fillable PDF form, please click [here](#). Once you are on the EPM webpage, the training guide for the fillable PDF and other features are available at the bottom of the page.

Building Forms

Application Forms

Form	Version	Description	Size
OnSchedule.pdf	4.0 (06/27/2012)	Use this form if you are submitting an OnSchedule, Express, Mega or Charlotte Mecklenburg School Project.	717 KB
Preliminary.pdf	3.0 (06/27/2012)	Use this form if you are submitting a request for a preliminary meeting.	604 KB
RTAP.pdf	3.0 (06/27/2012)	Use this form if you are submitting a revision to an approved plan.	603 KB
SheetIndex.pdf	2.0 (11/11/2011)	Sheet Index File	174 KB

Other Forms / Documents

File Name	Version	Description	File Size
Backflow Service Application.pdf	(01/28/2012)		37 KB
Food Service Plan Review Checklist.pdf	(01/28/2012)		118 KB
EPS EPR Packaging of documents.pdf	(01/28/2012)		246 KB
Food Service Plan Review Application.pdf	(01/31/2012)		289 KB
Preliminary Review Building Code Analysis.pdf	(07/06/2012)		44 KB
Sample Preliminary Review Agenda.pdf	(07/06/2012)		89 KB
Building Permit application.pdf	(04/29/2013)		1.02 MB
Electrical Permit application.pdf	(04/29/2013)		584 KB
Mechanical Permit application.pdf	(04/29/2013)		600 KB
Plumbing Permit application.pdf	(04/29/2013)		574 KB
AppendixB2012.pdf	(08/28/2013)		263 KB
Gate Keeper Checklist.pdf	(08/15/2013)		1.08 MB

Upload Application Form

Application Form: *

The Gate Keeper Checklist has been removed as required for your submittal.